62-5517

S E C R E T
(CLASSIFICATION)

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Director of Personnel
Director of Security
Chief, Medical Staff
VIA: Deputy Director (Support)

TO :

SUBJECT : PROCESSING OF EMPLOYEE APPLICANTS

Action Memorandum No. A-28

Date 31 July 1962

REFERENCE:

1. During our current review of the allocation of funds for FY 1963, and of the personnel program with the requirements for recruitment, it has become apparent that we must do everything within our power to reduce the processing time on employee applicants. It would appear that under our present procedures we must start processing three applicants in the hope of having one enter on duty. This is both expensive and undoubtedly results in our not always getting the people we want.

2. Naturally, we do not in any way wish to lower our standard of security, physical condition, or suitability. On the other hand, it is demonstrable that if we processed fewer people, we could process them faster and enter more on duty. I believe that it is also apparent that the offices, under present circumstances, enter more applicants for processing in the knowledge that they will receive only approximately one-third of the applicants as employees.

3. In order to make specific recommendations as to how we can economize in our personnel recruitment program, I would suggest the following:

   a. That the Office of Security reduce to an absolute minimum the time required for investigations, and put a standard deadline on all cases so that the applicant can be given a specific time when he will receive approval or disapproval, e.g., 100 days.

SUSPENSE DATE:

Exe Dir.

S E C R E T
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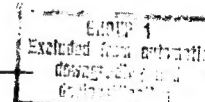
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b. That the Office of Personnel establish a precise time schedule for its processing of each applicant, (1) from the date the forms are first received for processing until they are turned over to Security; (2) for the time required for processing through the Medical Office; (3) for the time required after processing by Security and Medical until final decision.

c. That the Medical Office establish a fixed time limit for the processing of applicant papers after completion of the physical exam.

d. That all line offices who require employees review applicants' files within a minimum of three days.

4. The over-all intent of these recommendations is to cut to an absolute minimum the time required for processing employee applications. We should have an immediate goal of only having to process two applicants for every one to be hired, rather than three as at the present.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: DD/I
    DD/R
    DD/P
    DD/S
     D/Training

LBK/jrc
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1 - to each addressee
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